Position Details
Class Code: 5116
Job Family: Food Service
Classification: Support Professional
Terms of Employment: Pay Grade 65 on the Support Professional Salary Schedule
FLSA STATUS: NON-EXEMPT

Position Summary
Under general direction, supervises the maintenance operations of the central facility for food production, the maintenance operations of the school-based kitchen sites, and maintenance operations of the cold storage ammonia refrigeration plant for food storage.

Essential Duties and Responsibilities
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

2. Ensures the safety and wellbeing of all employees and contractors working in and around the District food service facility, by promoting safe practices and assuring all involved receive, in a timely fashion, the appropriate facility-wide Ammonia Awareness Safety Training.
3. Chairs over the following committee’s formed in compliance with Process Safety Management (PSM); Management of Change (MOC), Standard Operating...
Procedures (SOP), Incident Investigation Committee (IIC), and the Food Service Department Safety Committee.

4. Establishes criteria for MOC processes initiated.

5. Oversees, directs, and reviews all changes, modifications, alterations, or upgrades performed on ammonia refrigeration mechanical and electrical controls system.

6. Manages the ammonia refrigeration mechanical integrity program. Reviews and updates, as necessary.

7. Reviews and updates ammonia refrigeration system SOP, as necessary or on a routine bases.

8. Initiates and leads Incident Investigations in compliance with the District’s Food Service Process Safety Management program.

9. Initiates, participates, and assists in conducting, on a scheduled basis, a Process Hazard Analysis to quantify the chemical risk of the ammonia refrigeration process on District food service employees, facilities, and contractors.

10. Initiates, participates, and assists in conducting, on a three (3)-year schedule, United States (US) Environmental Protection Agency (EPA) Process Safety Management/Risk Management Program Compliance Audits. Submits findings report to US EPA.

11. Annually meets with representatives of the state Chemical Accident Prevention Program (CAPP) - Nevada Department of Environmental Protection (NDEP) to conduct scheduled audits of the PSM program and the ammonia refrigeration system physical plant.

12. May on occasion, or when necessary, meets with representatives from Occupational Safety and Health Administration (OSHA) to resolve issues of worker safety.

13. Responsible for staff and property supervision of central kitchen maintenance, administration facility maintenance, maintenance of 363,000 square foot cold storage/dry storage facility, kitchen maintenance of all District schools, ammonia refrigeration plant, and property management of 27-acre site.

14. Manages and oversees the preventative maintenance and care of all central kitchen production equipment including, large industrial mixers, rotary ovens, bakery production lines, high speed packaging lines, high speed can openers, large industrial high pressure steam kettles, boilers, ice builders, large storage walk-in coolers, freezers, and refrigeration rack systems.

15. Manages and oversees the preventative maintenance and care of the Food Service cold storage/dry storage warehouse facility and offices. Responsibilities include, concrete flooring expansion joints, industrial storage racking system, freezer and cooler automatic sliding doors, dock doors, dock shelters, dock
levelers, fire pumps and risers, high bay lighting, office lighting, and other building exterior systems such as rain gutters and fire hydrant systems.

16. Manages and oversees the preventative maintenance and care of approximately 320 satellite kitchen equipment including, commercial mixers, rotary ovens, convection ovens, microwaves, steam kettles, steam tables, warmers, reach-in refrigerators/freezers, walk-in refrigerators/freezers, under counter refrigeration equipment, stainless steel counters etc.

17. Responsible for the overall specification and procurement of new and replacement equipment for central kitchen, and satellite kitchen facilities.

18. Continuously seeks methods or systems that will improve the proper care and upkeep of food service facilities and equipment.

19. Ensures all food service maintenance employees receive up to date training in areas related to job safety, hazard analysis and critical control posits (HACCP), food safety, confined space, lock out/tag out and other training, as needed or, as required to improve overall employee performance, safety and efficiency.

20. Meets with architects, designers, consultants, engineers, building contractors, mechanical contractors, electrical contractors, project managers, sales people, schools principals, or other District Maintenance or Facility support personnel to assist in planning and developing projects that improve the functionality and efficiency of food service department facilities.

21. Works closely with other food service department managers, coordinators, and supervisors to improve employee safety, efficiency and productivity.

22. May perform first aid and/or Cardiopulmonary Resuscitation (CPR) by use of, Automated External Defibrillator (AED) in emergency situations.

23. Conforms to safety standards, as prescribed.

24. Performs other tasks related to the position, as assigned.

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**Distinguishing Characteristics**

Involves the responsibility of planning, coordinating, and supervising staff and operational activities of a large distribution warehouse, centralized food production and packaging facility, steam plant, and an Industrial Ammonia Refrigeration System Plant.

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**Knowledge, Skills, and Abilities (Position Expectations)**

2. Knowledge of the Nevada Department of Environmental Protection, Chemical Accident Prevention Program requirements and procedures.
3. Knowledge of major food service/general warehouse receiving, storing, and distributing practices and procedures.
5. Knowledge of steam plant maintenance and processes.
6. Knowledge of Industrial/Commercial food processing, production, and packaging equipment.
7. Knowledge of computer maintenance control systems; reading and use of process flow diagrams, piping, and instrumentation diagrams and "as built" drawings.
10. Ability to recognize, understand, and interpret local, state, and national codes and regulations including, but not limited to: Uniform Building Code (UBC), Uniform Mechanical Code (UMC), Uniform Plumbing Code (UPC), National Electrical Code (NEC), Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), etc.
11. Ability to learn and operate computer and software applications.
12. Ability to train, supervise, and evaluate employees.
13. Ability to learn and apply applicable rules, regulations, practices and procedures as they relate to the Clark County School District Food Service Program.
14. Ability to plan, organize, schedule, and set work assignment priorities.
15. Ability to work rapidly with names, codes, and symbols.
16. Ability to investigate and resolve problems.
17. Ability to coordinate activities with schools and departments.
18. Ability to exercise judgment, when to act independently, and when to refer situations to an administrator.
19. Ability to work flexible hours and shifts.
20. Ability to work in confined areas.
21. Ability to withstand heights and perform work safely.
22. Ability to cooperate with administrators, faculty, parents, students, and other employees.
23. Ability to recognize and report hazards and apply safe work methods.
24. Possess physical and mental stamina commensurate with the responsibilities of the position.
Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent, (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Associate’s Degree in Air Conditioning & Refrigeration Technologies; plus, Seven (7) years of technical training and experience in industrial maintenance field (i.e., operation and maintenance of ammonia and Freon refrigeration systems, steam generation; kitchen equipment, compressed air systems); and all types of food handling conveyor systems (i.e., electrical wiring, machine shop processes, etc.).

Licenses and Certifications

1. Industrial refrigeration certification for ammonia refrigeration system.
2. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
3. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
4. Current Southern Nevada Health District Food Handler Health Safety Training Card at time of application and must be maintained for the duration of the assignment.
5. Current First Aid certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment. Certification training must be in person and include a hands-on component. Online courses will not be accepted. If certification is not in possession at time of application, it must be obtained within one (1) month of hire date. A copy of the front and back of the First Aid certificate must be uploaded into the application.
6. Current Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment. Certification training must be in person and include a hands-on component. Online courses will not be accepted. If certification is not in possession at time of application, it must be obtained within two (2) months of hire date. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
7. Aerial Work Platform certification. Certification must be maintained for the duration of assignment. If certification is not in possession at the time of application, it must be obtained within five (5) months of hire date.

8. Forklift Certificate from the Clark County School District. If certification is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position. Certification must be maintained for the duration of the assignment.

Preferred Qualifications

1. Member of International Institute of Ammonia Refrigeration (IIAR).
2. Member of Refrigerating Engineers & Technicians Association (RETA).
3. Management experience and good communication skills.

Document(s) Required at Time of Application

1. High school transcript or other equivalent, (i.e., GED, foreign equivalency, etc.).
2. College transcript(s).
3. Copy of Industrial refrigeration certification for ammonia refrigeration systems.
4. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
5. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles.
6. Copy of valid Southern Nevada Health District Food Handler Safety Training Card.
7. Current First Aid certificate as indicated above. A copy of the front and back of the First Aid certificate must be uploaded into the application.
8. Current Cardiopulmonary Resuscitation/Automatic External Defibrillator certificate as indicated above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
9. Copy of Aerial Work Platform Certification, if in possession at time of application.
10. Copy of District-issued forklift certification, if applicable in possession at time of application.
11. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

Clark County School District food service cold storage/dry storage warehouse facility and offices, central kitchen, and 320 satellite kitchens and other District facilities.
Work Environment

Strength
Strength: Medium/Heavy - Exert force 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly.

Physical Demand
Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions
Climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards
Frequent electrical shock hazards. Furniture, kitchen/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks
District-issued/personal vehicles, various computers and software applications, computerized maintenance control systems, use of hand tools, power tools, ruler, calculator, Volt-Ohm Ammeter (multi-meter), thermometer, pressure gauge, psychrometer, linear displacement meter, micrometer, emergency and personal protective equipment, telephones, fax machines, copy machines, two-way radios, hydraulic lift-gates, pallet jacks (electric), scissor lifts aerial work platform, forklifts, hand trucks, ladders, etc.
AA/EOE Statement
This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information
- Revised: 03/05/20
- Created: 10/23/13